

**CITY OF CALEXICO**  
**SUBMITTAL REQUIREMENTS**  
**CONDITIONAL USE PERMIT**

**I. STANDARD FILING REQUIREMENTS**

**A. SPECIFIC INFORMATION**

The following specific information and material shall accompany a Uniform Application at the time of submittal. Applications will not be considered complete unless all requirements have been met.

1. Twelve (12) copies of a detailed site plan, illustrative site plan, and illustrative building elevations, unless specifically waived by the Planning Director. These plans shall include the information specified under General Requirements.
2. Environmental Information Form (Completed by applicant): Additional environmental
3. Payment of Application fee or Deposit (The unused portion of the deposit will be returned upon final action, if any remain).
4. A preliminary title report shall be filed with the City.

**B. PLAN PREPERATION**

- a. All plans shall be drawn on uniform sheets **no greater** than 30"x42".
- b. All plans shall be drawn to an engineering scale not to exceed 1" = 20', with a north arrow orientated **to the top of sheet.**
- c. All plans shall be stamped together along the left margin, into sets, and shall be folded to approximately an 8.5" x 11" format.
- d. All plans must be clear, legible, and accurately scaled.

**II. GENERAL REQUIREMENTS**

Following is a description of the plans and information that may be needed to process a project and the amount of detail such a plan should contain.

**A. DETAILED SITE PLAN including the following:**

- Name and address of:  
Applicant  
Engineer and/or Architect
- Property lines and lot dimensions
- Assessor parcel Number(s)
- Dimensional locations of:  
Access, both pedestrian and vehicular, showing service areas and points of ingress and egress.  
Off-street parking and loading areas showing location, numbers and typical dimensions of spaces, and wheel stops placement.  
Internal circulation pattern.
- Distances between buildings and/or structures.
- Building setbacks (front, rear, side).

- Location, height and materials of walls and fences (sections if required).
- All driveways to scale on adjacent and across the street properties within 100 feet of the subject site.
- Existing curbs, gutters, sidewalks and existing paving widths within 100 feet on adjacent and across the street properties.
- Typical street section.
- Nearest cross streets on both sides with plus or minus distances from subject site.
- Location of all buildings within 100 feet on adjacent properties.
- Existing sewers or nearest methods of sewerage.
- Across the street properties.
- Any existing drainage courses or storm drains.
- The expected uses of the site
- A vicinity map showing closest major across streets, zoning and existing land use.
- Existing and nearest fire hydrants.
- Distances from all sides of proposed building(s) to any building off site within 150'

**B. Illustrative Site Plan**

Such a plan should include a geographic scale and north arrow, all proposed and existing improvements, landscape concepts such as earth mounding and meandering walkways, walls, groundcover, trees, shrubs, shadows, paving and other elements as may be necessary to illustrate the site plan. (Dimensions shall be excluded from this plan).

**C. Illustrative Building Elevations** (Optional , unless required by the Planning Director)

Illustrative building elevations showing all sides of existing and proposed buildings and structures. Illustrate building elevations means architectural elevations showing typical materials to be used, trees, landscaping and shadows to give the elevations graphic dimensions.

**THE DECISION OF THE PLANNING COMMISSION IS FINAL UNLESS  
APPEALED TO THE CITY COUNCIL WITHIN TEN CALENDAR DAYS.**